

**CERTIFICATE OF APPROPRIATENESS APPLICATION
COVER SHEET
RALEIGH HISTORIC DISTRICTS COMMISSION**

Filing Schedule:

Most applications can be reviewed and approved by staff and can be filed anytime. File your application with the commission by: delivering it to One Exchange Plaza, 3rd Floor or mailing it to PO Box 829, Century Station, Raleigh, NC, 27602. Major work applications (refer to Certificate of Appropriateness list) that require review by the commission's Certificate of Appropriateness Committee must be submitted no later than 5:00 p.m. on the application deadline in order to be heard at the committee's next meeting.

Design Guidelines:

Your application will be reviewed based upon guidelines listed in City Code §10-2052. Copies of the guidelines are available from the commission office or online at <www.rhdc.org>. It will be helpful to review the guidelines while planning your project to ensure that it meets them. The preservation staff can help you with interpretation of the guidelines.

Preparing Your Application:

When preparing your application, please type or use black ink. Use 8-1/2" x 11" paper for the supporting information that is required. In addition to the written description, supporting information may include a plot plan, photographs, drawings, or samples. Please read the application carefully to determine what may be necessary to describe your project.

Staff Assistance:

It is suggested that you review your application with the preservation staff before the deadline to ensure that it is complete, accurate, and includes sufficiently detailed information. If your proposal cannot be fully understood due to insufficient information, it cannot be determined that the changes meet the guidelines. The City Code instructs the staff not to accept incomplete applications. Submitting an incomplete major work application on the deadline will result in an additional month's delay before the committee can issue a certificate of appropriateness.

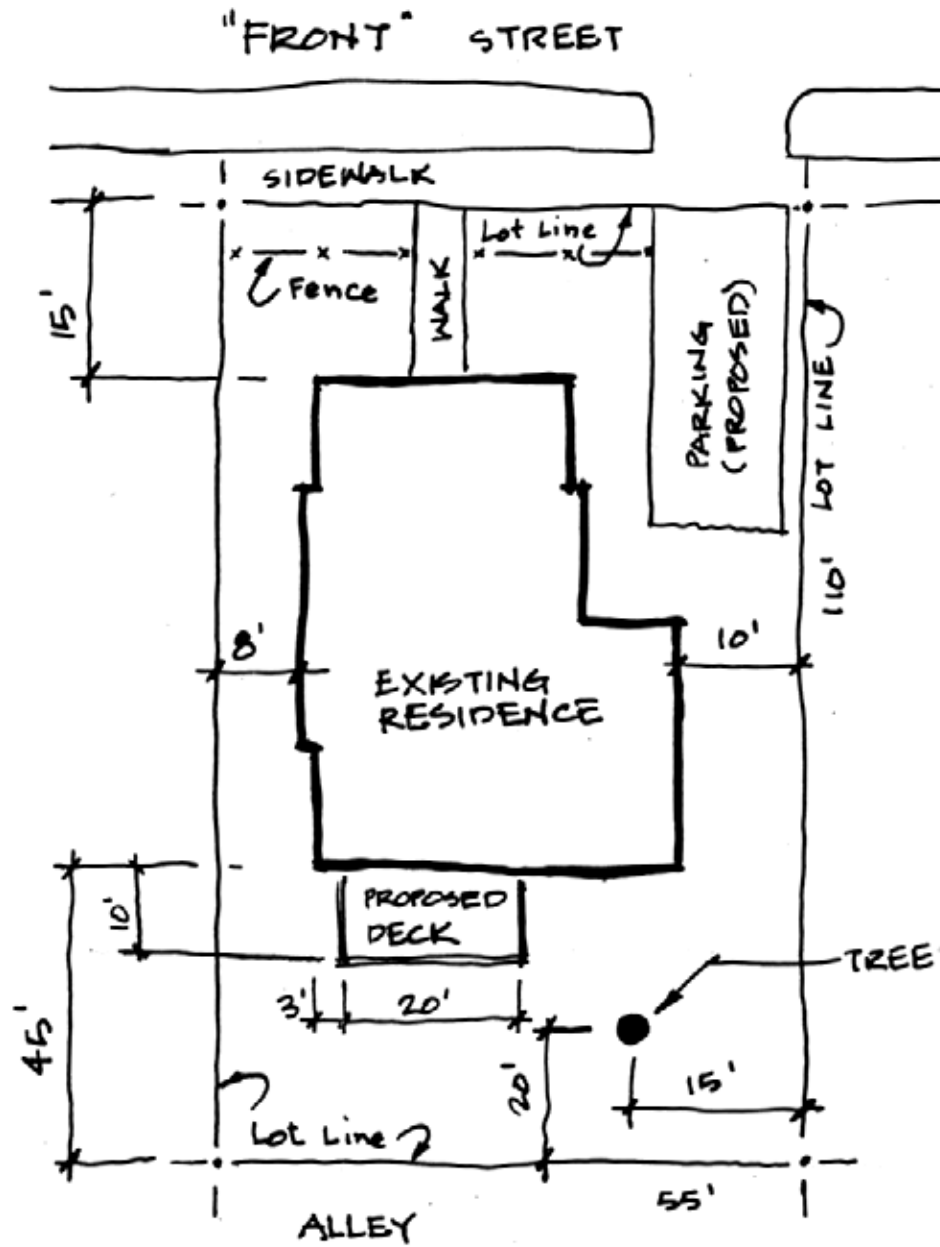
Site Visits:

To understand conditions pertaining to your application, as provided by the City Code commission staff typically will visit your property as part of the review process. Committee members will also visit in cases involving major work.

Notification:

If you are filing a major work application, an agenda listing the cases to be heard by the committee will be sent to you about one week before the meeting. The owners of properties within 100 feet of your property will be sent a letter and agenda as their notification of the hearing. A sign will also be posted in front of your property notifying the public that a public hearing is scheduled.

Thank you very much for your interest in Raleigh's historic resources.



SAMPLE PLOT PLAN
for
Mr. & Mrs. Boylan Oakwood

Raleigh Department of City Planning
 One Exchange Plaza
 3rd floor
 Raleigh, NC 27602
 919-516-2626

<http://www.raleighnc.gov/planning>

File #	_____
Fee	_____
Amt Paid	_____
Check #	_____
Rec'd Date:	_____
Rec'd By:	_____

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS RALEIGH HISTORIC DISTRICTS COMMISSION

Processing Fee

(Fees valid until June 30, 2009 - Checks payable to the City of Raleigh.)

- | | | |
|---|---|----------|
| • | Minor Work (staff review) | \$ 26.00 |
| • | Major Work (COA Committee review) | \$129.00 |
| • | Additions Greater than 25% of Building Square Footage | \$257.00 |
| • | New Buildings | \$257.00 |
| • | Demo of Contributing Historic Resource | \$514.00 |
| • | Post Approval Re-review of Conditions of Approval | \$ 77.00 |

Please use **BLACK INK**. Do not use blue, red, or other colors, or pencil. They do not photocopy.
 For applications that require review by the COA Committee please **submit 15 complete copies**.

Street Address of Property: _____

Historic District: _____

Historic Property/Landmark name (if applicable): _____

Owner's Name: _____

Lot size: _____ feet by _____ feet.
 (width) (depth)

List all properties within 100 feet: both sides, in front (across the street), and behind the property:

Property Address	Property Address

I understand that all applications that require review by the commission's Certificate of Appropriateness Committee must be submitted by 5:00 p.m. on the application deadline; otherwise consideration will be delayed until the following committee meeting. An incomplete application cannot be accepted.

Type or Print

Applicant:		
Mailing Address:		
City:	State:	Zip Code:
Date:	Daytime Phone No.	
E-Mail Address:		
(Signature of Applicant):		

MINOR WORK APPROVAL

(Minor Work Approval Signature/Date) _____

Upon being signed and dated above by the Planning Director or designee this application becomes the Minor Work Certificate of Appropriateness. It is valid until _____. Please post the enclosed placard form of the certificate as indicated at the bottom of the card. Issuance of a Minor Work Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Certificate of Appropriateness Committee for review at its next meeting.

PROJECT CATEGORIES (check all that apply):

- ☐ Exterior Alteration ☐ Addition
- ☐ New Construction ☐ Demolition

(Office Use Only)

Type of Work: _____

Will you be applying for state or federal rehabilitation tax credits for this project? Yes ☐ No ☐**SUPPORTING INFORMATION:** Please attach.

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete. (Leave the checkbox blank if the item is not applicable.)

- ☐ **Written description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.).
- ☐ **Plot plan** (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- ☐ **Description of materials** (provide samples if appropriate).
- ☐ **Photographs** of existing conditions (required for all applications).
- ☐ **Drawings** showing proposed work. Include one set of full size drawings when available.
- ☐ **Plan** drawings.
- ☐ **Elevation** drawings showing the new facade(s).
- ☐ **Dimensions** shown on drawings.
- ☐ **8-1/2" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the big sheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses around the city.
- ☐ **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so it can be copied for commission members. Applications prepared in blue, red or other colored inks and/or pencil copy poorly and will not be accepted.

GUIDELINES: Please cite the applicable sections of the guidelines.

Section/Page	Topic	Brief Description of Work

COLOR SCHEDULE

1. BODY OF HOUSE: _____
2. ROOFING: _____
3. FOUNDATION: _____
4. PORCH FLOOR: _____
5. RAILINGS: _____
6. COLUMNS: _____
7. ENTRANCE DOOR: _____
8. CORNICE: _____
9. CORNER BOARDS: _____
10. WINDOW SASH: _____
11. SHUTTER: _____
12. DOOR & WINDOW TRIM: _____
13. RAKE: _____
14. PORCH CEILING: _____

15. OTHER: _____

RALEIGH HISTORIC DISTRICTS

APPLICANT: _____

ADDRESS: _____

PAINT MFR: _____

PLEASE SUBMIT COLOR CHIPS WITH THIS SCHEDULE

